



Posted: Monday, July 17, 2017

## **NOTICE AND CALL OF A SPECIAL MEETING OF THE TRINIDAD CITY COUNCIL**

The Trinidad City Council will hold a SPECIAL meeting on

**TUESDAY, JULY 18, 2017 at 6:00PM**

In the Trinidad Town Hall, 409 Trinity Street, Trinidad, CA

### **FY 2018 BUDGET DISCUSSION**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF AGENDA**
- V. ITEMS FROM THE FLOOR**

*(Three (3) minute limit per Speaker unless Council approves request for extended time.)*

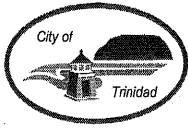
- VI. CONSENT AGENDA**

- 1. Financial Status Reports for May 2017
- 2. Staff Activities Report for July 2017

- VII. DISCUSSION/ACTION AGENDA ITEMS**

- 1. Discussion/Decision regarding Resolution 2017-10; Establishing a Fiscal Reserve Policy for the City of Trinidad
- 2. Continued Discussion/Decision regarding Resolution 2017-09; Adopting the 2017-2018 Fiscal Year Budget.

- VIII. ADJOURNMENT**



## **CONSENT AGENDA ITEM 1**

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 10 PAGES**

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1. Financial Status Reports for May 2017

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
201 - GFAdmin  
From 5/1/2017 Through 5/31/2017

		Current Month	Year to Date	Total Budget - Original	% of Budget
	Expense				
60900	HONORARIUMS	200.00	2,550.00	3,500.00	27.14%
61000	EMPLOYEE GROSS WAGE	8,952.62	103,680.00	115,022.00	9.86%
61470	FRINGE BENEFITS	46.16	553.92	600.00	7.68%
65100	DEFERRED RETIREMENT	952.78	6,959.47	12,342.00	43.61%
65200	MEDICAL INSURANCE AND EXPENSE	1,084.01	11,791.15	14,801.00	20.34%
65250	Health Savings Program	10.73	136.23	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	21.45	3,451.00	99.38%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	11.77	208.55	750.00	72.19%
65600	PAYROLL TAX	855.18	8,372.33	9,743.00	14.07%
65800	Grant Payroll Allocation	(154.77)	(4,082.52)	(6,000.00)	31.96%
68090	CRIME BOND	0.00	455.00	455.00	0.00%
68200	INSURANCE - LIABILITY	0.00	10,160.80	10,400.00	2.30%
68300	PROPERTY & CASUALTY	0.00	3,807.05	4,680.00	18.65%
71110	ATTORNEY-ADMINISTRATIVE TASKS	1,336.50	13,271.00	10,000.00	(32.71)%
71130	ATTORNEY-LITIGATION	181.50	8,855.50	10,000.00	11.45%
71160	ACCOUNTING	0.00	2,566.27	0.00	0.00%
71210	CITY ENGINEER-ADMIN. TASKS	5,963.20	11,274.15	2,000.00	(463.71)%
71310	CITY PLANNER-ADMIN. TASKS	0.00	50,133.42	45,000.00	(11.41)%
71410	BLDG INSPECTOR-ADMIN TASKS	900.00	7,325.12	4,500.00	(62.78)%
71420	BLDG INSPECTOR-PERMIT PROCESS	0.00	0.00	9,000.00	100.00%
71510	ACCOUNTANT-ADMIN TASKS	931.00	11,532.75	14,000.00	17.62%
71620	AUDITOR-FINANCIAL REPORTS	0.00	13,718.45	14,000.00	2.01%
72000	CHAMBER OF COMMERCE	1,464.00	16,205.81	16,200.00	(0.04)%
72100	BAD DEBTS	0.00	203.37	0.00	0.00%
75110	FINANCIAL ADVISOR/TECH SUPPORT	0.00	2,391.44	5,500.00	56.52%
75130	GARBAGE	0.00	141.21	0.00	0.00%
75160	LIBRARY RENT & LOCAL CONTRIB.	0.00	86.29	500.00	82.74%
75170	RENT	750.00	7,450.00	8,200.00	9.15%
75180	UTILITIES	1,101.86	9,798.83	9,000.00	(8.88)%
75190	DUES & MEMBERSHIP	0.00	125.00	500.00	75.00%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	4,993.65	4,500.00	(10.97)%
75220	OFFICE SUPPLIES & EXPENSE	310.87	6,163.86	5,500.00	(12.07)%
75240	BANK CHARGES	0.00	20.00	250.00	92.00%
75300	CONTRACTED SERVICES	0.00	0.00	2,500.00	100.00%
75990	MISCELLANEOUS EXPENSE	0.00	263.89	500.00	47.22%
76110	TELEPHONE	397.52	1,636.27	2,000.00	18.19%
76130	CABLE & INTERNET SERVICE	304.68	3,252.37	3,300.00	1.44%
76150	TRAVEL	0.00	0.00	1,500.00	100.00%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	124.00	0.00	0.00%
78170	SECURITY SYSTEM	73.50	73.50	1,500.00	95.10%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	73.65	1,500.00	95.09%
	Total Expense	25,673.11	316,293.23	341,194.00	7.30%

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
301 - Police  
From 5/1/2017 Through 5/31/2017

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Expense					
61000	EMPLOYEE GROSS WAGE	583.99	6,727.80	5,330.00	(26.23)%
65100	DEFERRED RETIREMENT	34.44	120.54	222.00	45.70%
65300	WORKMEN'S COMP INSURANCE	0.00	0.00	160.00	100.00%
65600	PAYROLL TAX	54.06	518.32	425.00	(21.96)%
75170	RENT	750.00	7,450.00	8,200.00	9.15%
75180	UTILITIES	173.83	2,109.35	2,500.00	15.63%
75220	OFFICE SUPPLIES & EXPENSE	0.00	989.16	1,000.00	1.08%
75300	CONTRACTED SERVICES	41,158.50	48,608.50	226,500.00	78.54%
75350	ANIMAL CONTROL	113.00	1,243.00	1,500.00	17.13%
75990	MISCELLANEOUS EXPENSE	0.00	0.00	500.00	100.00%
76110	TELEPHONE	93.38	1,506.59	1,200.00	(25.55)%
78170	SECURITY SYSTEM	0.00	378.00	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	377.44	0.00	0.00%
	<b>Total Expense</b>	<u>42,961.20</u>	<u>70,028.70</u>	<u>247,537.00</u>	<u>71.71%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
401 - Fire  
From 5/1/2017 Through 5/31/2017

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Expense				
60900	HONORARIUMS	150.00	1,650.00	1,800.00	8.33%
71210	CITY ENGINEER-ADMIN. TASKS	1,996.00	1,996.00	0.00	0.00%
75180	UTILITIES	0.00	428.11	1,150.00	62.77%
75190	DUES & MEMBERSHIP	0.00	190.00	100.00	(90.00)%
75280	TRAINING / EDUCATION	0.00	200.00	400.00	50.00%
75300	CONTRACTED SERVICES	0.00	3,144.00	5,000.00	37.12%
76110	TELEPHONE	71.64	675.01	1,000.00	32.50%
76140	RADIO & DISPATCH	0.00	0.00	900.00	100.00%
78120	STREET LIGHTING	47.32	47.32	0.00	0.00%
78140	VEHICLE FUEL & OIL	0.00	144.38	350.00	58.75%
78150	VEHICLE REPAIRS	0.00	407.50	2,500.00	83.70%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	202.25	1,000.00	79.78%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	864.65	2,500.00	65.41%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	415.95	400.00	(3.99)%
	Total Expense	<u>2,264.96</u>	<u>10,365.17</u>	<u>17,100.00</u>	<u>39.38%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
501 - PW (Public Works)  
From 5/1/2017 Through 5/31/2017

		Current Month	Year to Date	Total Budget - Original	% of Budget
Expense					
61000	EMPLOYEE GROSS WAGE	5,735.94	65,872.06	71,561.24	7.95%
61250	OVERTIME	0.00	0.00	500.00	100.00%
65100	DEFERRED RETIREMENT	688.88	7,558.22	8,891.13	14.99%
65200	MEDICAL INSURANCE AND EXPENSE	2,112.35	22,770.14	29,514.02	22.85%
65250	Health Savings Program	17.65	224.55	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	0.00	2,222.78	100.00%
65600	PAYROLL TAX	505.02	5,612.47	6,348.27	11.59%
65800	Grant Payroll Allocation	(4,687.32)	(26,419.62)	(22,500.00)	(17.42)%
71210	CITY ENGINEER-ADMIN. TASKS	9,064.00	16,333.00	6,000.00	(172.22)%
71250	CITY ENGINEER - PROJECT FEES	0.00	0.00	4,000.00	100.00%
75180	UTILITIES	0.00	106.51	0.00	0.00%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	0.00	2,300.00	100.00%
75220	OFFICE SUPPLIES & EXPENSE	0.00	392.22	0.00	0.00%
75300	CONTRACTED SERVICES	42,227.58	45,102.58	24,000.00	(87.93)%
75370	UNIFORMS/PERSONAL EQUIP.	0.00	0.00	500.00	100.00%
76150	TRAVEL	0.00	55.00	0.00	0.00%
78100	STREET MAINT/REPAIR/SANITATION	0.00	2,285.11	7,500.00	69.53%
78120	STREET LIGHTING	377.71	4,199.43	4,500.00	6.68%
78130	TRAIL MAINTENANCE	0.00	337.07	3,500.00	90.37%
78140	VEHICLE FUEL & OIL	389.42	3,464.16	4,000.00	13.40%
78150	VEHICLE REPAIRS	0.00	1,754.66	2,500.00	29.81%
78160	BUILDING REPAIRS & MAINTENANCE	64.64	6,403.32	4,000.00	(60.08)%
78170	SECURITY SYSTEM	103.50	487.50	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	5,029.48	9,652.52	5,000.00	(93.05)%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	0.00	1,000.00	100.00%
79150	WATER LINE REPAIR	0.00	1,311.45	0.00	0.00%
	Total Expense	61,628.85	167,502.35	165,337.44	(1.31)%

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Revenue  
From 5/1/2017 Through 5/31/2017

	Current Month	Year to Date	Total Budget - Original	% of Budge	
Revenue					
41010	PROPERTY TAX - SECURED	0.00	43,434.18	91,500.00	(52.53)%
41020	PROPERTY TAX - UNSECURED	0.00	3,164.39	3,300.00	(4.11)%
41030	PROPERTY TAX - PRIOR SECURED	0.00	0.00	50.00	100.00)%
41040	PROPERTY TAX-PRIOR UNSECURED	0.00	19.24	0.00	0.00%
41050	PROPERTY TAX - CURRENT SUPPL	0.00	760.42	600.00	26.74%
41060	PROPERTY TAX-PRIOR SUPPL	0.00	72.90	200.00	(63.55)%
41071	MOTOR VEHICLES	0.00	523.29	1,000.00	(47.67)%
41110	PROPERTY TAX EXEMPTION	0.00	565.82	1,300.00	(56.48)%
41130	PUBLIC SAFETY 1/2 CENT	0.00	901.67	1,600.00	(43.65)%
41140	PROPERTY TAX - DOCUMENTARY RE	0.00	3,406.71	2,000.00	70.34%
41190	PROPERTY TAX ADMINISTRATION FE	0.00	(1,132.00)	(1,500.00)	(24.53)%
41200	LAFCO Charge	0.00	(1,186.51)	(1,500.00)	(20.90)%
41210	IN-LIEU SALES & USE TAX	0.00	0.00	12,000.00	100.00)%
41220	IN LIEU VLF	0.00	14,233.00	20,000.00	(28.84)%
42000	SALES & USE TAX	8,300.00	170,052.20	220,000.00	(22.70)%
43000	TRANSIENT LODGING TAX	4,146.90	139,948.86	140,000.00	(0.04)%
43100	TRANSIENT LODGING TAX-TBID	0.00	0.00	(10,000.00)	100.00)%
46000	GRANT INCOME	0.00	0.00	100,000.00	100.00)%
46100	Measure Z Grant Income	0.00	0.00	75,000.00	100.00)%
47310	VEHICLE LICENSE COLLECTION	0.00	164.45	0.00	0.00%
53010	COPY MACHINE FEE	0.00	57.74	30.00	92.47%
53020	INTEREST INCOME	161.52	4,776.24	5,000.00	(4.48)%
53090	OTHER MISCELLANEOUS INCOME	0.00	5,224.68	1,000.00	422.47%
54020	PLANNER- APPLICATION PROCESSIN	750.00	4,472.50	8,000.00	(44.09)%
54050	BLDG.INS-PAPPLICATION PROCESSI	150.00	7,777.61	9,000.00	(13.58)%
54100	ANIMAL LICENSE FEES	0.00	105.00	200.00	(47.50)%
54150	BUSINESS LICENSE TAX	125.00	7,848.00	7,500.00	4.64%
54170	VDU License Fee (Vacation Dwelling Unit)	0.00	1,500.00	9,000.00	(83.33)%
54300	ENCROACHMENT PERMIT FEES	0.00	302.00	400.00	(24.50)%
56400	RENT - VERIZON	2,199.86	23,692.04	23,500.00	0.82%
56500	RENT - HARBOR LEASE	0.00	0.00	5,135.00	100.00)%
56550	RENT - PG& E	0.00	9,521.03	9,500.00	0.22%
56650	RENT - SUDDENLINK	1,692.67	5,007.81	3,800.00	31.78%
56700	RENT - TOWN HALL	180.00	5,877.50	5,000.00	17.55%
59999	INTERDEPARTMENTAL TRANSFER INC	0.00	0.00	30,000.00	100.00)%
	Total Revenue	17,705.95	451,090.77	772,615.00	(41.62)%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
204 - IWM  
From 5/1/2017 Through 5/31/2017

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	0.00	5,000.00	0.00	0.00%
47650	RECYCLING REVENUE	0.00	10,654.10	7,000.00	52.20%
56150	FRANCHISE FEES	0.00	0.00	6,000.00	(100.00)%
	Total Revenue	0.00	15,654.10	13,000.00	20.42%
	Expense				
61000	EMPLOYEE GROSS WAGE	879.63	10,042.72	10,605.00	5.30%
65100	DEFERRED RETIREMENT	105.54	1,204.99	1,359.00	11.33%
65200	MEDICAL INSURANCE AND EXPENSE	408.16	4,393.77	5,825.00	24.57%
65250	Health Savings Program	3.50	44.10	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	0.00	340.00	100.00%
65600	PAYROLL TAX	75.05	859.84	971.00	11.45%
75120	WASTE RECYCLING PICKUP/DISPOSA	0.00	0.00	500.00	100.00%
75130	GARBAGE	0.00	11.60	0.00	0.00%
78100	STREET MAINT/REPAIR/SANITATION	0.00	16.80	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	899.25	1,200.00	25.06%
	Total Expense	1,471.88	17,473.07	20,800.00	15.99%
	Net Income	(1,471.88)	(1,818.97)	(7,800.00)	(76.68)%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
303 - COPS Program  
From 5/1/2017 Through 5/31/2017

		<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Revenue				
46000	GRANT INCOME	<u>0.00</u>	<u>103,005.17</u>	<u>0.00</u>	<u>0.00%</u>
	Total Revenue	<u>0.00</u>	<u>103,005.17</u>	<u>0.00</u>	<u>0.00%</u>
	Expense				
75300	CONTRACTED SERVICES	<u>0.00</u>	<u>112,975.50</u>	<u>0.00</u>	<u>0.00%</u>
	Total Expense	<u>0.00</u>	<u>112,975.50</u>	<u>0.00</u>	<u>0.00%</u>
	Net Income	<u>0.00</u>	<u>(9,970.33)</u>	<u>0.00</u>	<u>0.00%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
601 - Water  
From 5/1/2017 Through 5/31/2017

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
<b>Revenue</b>					
42000	SALES & USE TAX	0.00	9,200.00	0.00	0.00%
53020	INTEREST INCOME	0.00	0.00	1,500.00	(100.00)%
53090	OTHER MISCELLANEOUS INCOME	0.00	962.61	2,500.00	(61.50)%
57100	WATER SALES	27,021.70	284,506.65	305,000.00	(6.72)%
57200	Water Sales - Wholesale	540.00	5,760.00	3,000.00	92.00%
57300	NEW WATER HOOK UPS	0.00	0.00	1,000.00	(100.00)%
57500	WATER A/R PENALTIES	860.42	887.29	1,000.00	(11.27)%
	<b>Total Revenue</b>	<b>28,422.12</b>	<b>301,316.55</b>	<b>314,000.00</b>	<b>(4.04)%</b>
<b>Expense</b>					
61000	EMPLOYEE GROSS WAGE	7,716.22	87,022.84	98,044.00	11.24%
61250	OVERTIME	0.00	0.00	500.00	100.00%
65100	DEFERRED RETIREMENT	908.56	9,923.80	11,766.00	15.66%
65200	MEDICAL INSURANCE AND EXPENSE	3,051.35	33,001.99	40,587.00	18.69%
65250	Health Savings Program	23.77	300.27	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	11.55	2,994.00	99.61%
65600	PAYROLL TAX	671.79	7,522.97	8,534.00	11.85%
65800	Grant Payroll Allocation	0.00	(1,932.17)	0.00	0.00%
68090	CRIME BOND	0.00	245.00	0.00	0.00%
68200	INSURANCE - LIABILITY	0.00	5,471.20	6,125.00	10.67%
68300	PROPERTY & CASUALTY	0.00	2,049.95	2,275.00	9.89%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	1,000.00	100.00%
71160	ACCOUNTING	0.00	1,381.85	0.00	0.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	0.00	4,000.00	100.00%
71510	ACCOUNTANT-ADMIN TASKS	501.30	5,777.55	6,500.00	11.11%
71620	AUDITOR-FINANCIAL REPORTS	0.00	6,615.00	7,000.00	5.50%
72100	BAD DEBTS	0.00	221.77	350.00	36.64%
75180	UTILITIES	1,013.16	11,467.93	11,000.00	(4.25)%
75190	DUES & MEMBERSHIP	0.00	349.64	1,000.00	65.04%
75210	LICENSES & FEES	0.00	90.00	0.00	0.00%
75220	OFFICE SUPPLIES & EXPENSE	440.48	2,983.70	3,000.00	0.54%
75240	BANK CHARGES	0.00	20.00	0.00	0.00%
75280	TRAINING / EDUCATION	120.00	245.00	500.00	51.00%
75300	CONTRACTED SERVICES	0.00	0.00	25,000.00	100.00%
76110	TELEPHONE	374.04	1,424.27	1,800.00	20.87%
76130	CABLE & INTERNET SERVICE	61.95	702.71	750.00	6.31%
76160	LICENSES & FEES	0.00	2,813.80	2,750.00	(2.32)%
78120	STREET LIGHTING	0.00	0.00	1,600.00	100.00%
78140	VEHICLE FUEL & OIL	89.99	1,116.85	1,500.00	25.54%
78150	VEHICLE REPAIRS	932.33	965.42	2,000.00	51.73%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	0.00	1,000.00	100.00%
78170	SECURITY SYSTEM	281.10	1,355.69	500.00	(171.14)%
78190	MATERIALS, SUPPLIES & EQUIPMEN	4,530.46	4,724.85	14,000.00	66.25%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	145.00	1,000.00	85.50%
79100	WATER LAB FEES	115.00	3,538.00	3,500.00	(1.09)%
79120	WATER PLANT CHEMICALS	1,307.58	5,806.89	7,500.00	22.57%
79130	WATER LINE HOOK-UPS	0.00	0.00	1,000.00	100.00%
79150	WATER LINE REPAIR	0.00	12,466.88	15,000.00	16.89%
79160	WATER PLANT REPAIR	373.50	71,431.86	8,000.00	(792.90)%
90000	Capital Reserves	0.00	0.00	15,000.00	100.00%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
601 - Water  
From 5/1/2017 Through 5/31/2017

	Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Total Expense	<u>22,512.58</u>	<u>279,262.06</u>	<u>307,075.00</u>	<u>9.06%</u>
Net Income	<u>5,909.54</u>	<u>22,054.49</u>	<u>6,925.00</u>	<u>218.48%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
701 - Cemetery  
From 5/1/2017 Through 5/31/2017

		<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Revenue				
58100	CEMETERY PLOT SALES	0.00	5,655.00	9,500.00	(40.47)%
58150	Cemetery Plot Refunds	0.00	(1,410.00)	0.00	0.00%
	Total Revenue	<u>0.00</u>	<u>4,245.00</u>	<u>9,500.00</u>	<u>(55.32)%</u>
	Expense				
61000	EMPLOYEE GROSS WAGE	1,110.86	12,631.42	13,291.00	4.96%
65100	DEFERRED RETIREMENT	133.28	1,522.57	1,718.00	11.38%
65200	MEDICAL INSURANCE AND EXPENSE	510.88	5,480.69	7,344.00	25.37%
65250	Health Savings Program	4.35	54.85	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	0.00	429.00	100.00%
65600	PAYROLL TAX	94.87	1,086.79	1,227.00	11.43%
75180	UTILITIES	44.13	579.89	750.00	22.68%
78190	MATERIALS, SUPPLIES & EQUIPMEN	26.02	26.02	500.00	94.80%
	Total Expense	<u>1,924.39</u>	<u>21,382.23</u>	<u>25,259.00</u>	<u>15.35%</u>
	Net Income	<u>(1,924.39)</u>	<u>(17,137.23)</u>	<u>(15,759.00)</u>	<u>8.75%</u>

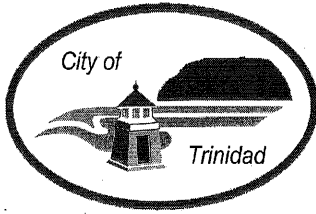


## **CONSENT AGENDA ITEM 2**

**SUPPORTING DOCUMENTATION FOLLOWS WITH:     5 PAGES**

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2.     Staff Activities Report for July 2017



**Dwight Miller, Mayor**  
**Dan Berman, City Manager**

## STAFF ACTIVITIES REPORT

July 2017

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### City Administration:

#### **Law Enforcement Services.**

Measure Z funds for the previous fiscal year have been received, and Staff's application for Measure Z funds for 2018 has been approved for funding by the Board of Supervisors in the amount of \$75,000. Staff are working with the Sheriff's Office and County to finalize the new contract as approved by the Council. The Sheriff's Office expects that a dedicated half time deputy will be available starting in October 2017.

#### **2017-18 Budget Process**

The 2018 Budget is being considered for adoption at the July 18<sup>th</sup> Council meeting.

#### **Fiscal Reserves Policy**

A Draft Fiscal Reserves Policy is being considered for adoption at the July 18<sup>th</sup> Council meeting.

#### **Trinidad Rancheria EA for the Harbor Property**

This comment period is closed. The City and multiple other agencies and individuals submitted comment letters and are awaiting responses.

#### **STR Ordinance**

The City's STR Ordinance was certified by the Coastal Commission in June and is now in effect. Existing permits are in effect through September, and Staff are preparing guidance and new application materials.

#### **Tsurai Study Area Settlement and Land Transfer.**

The Coastal Conservancy's approval is required for the land transfer to go forward. There are four party discussions underway to try and meet their requests for that approval. The draft settlement (as conditionally approved by Council in December 2016) has not been signed by either TAS or the City.

#### **Auditor recommendations for non-interest bearing cash accounts.**

Staff have moved some funds to LAIF, and are working with the County Treasurer to move a significant portion of our checking account balance to the County's investment pool. Other options were explored with Tri-Counties bank, but did not exceed the County investment pool returns.

## Planning

**General Plan/LCP Update** - Planning Commission has continued to hold extra meetings to review General Plan Elements/Chapters. Although the Planning Commission is still somewhat behind the ambitious schedule presented in the February memo, they have now reviewed the entire draft. Now staff needs to update the older elements with current information and the Planning Commission's input prior to it going back to them. Staff also needs to work with the Tribes to get their input on the entire general plan and to finalize the draft Cultural Element. In the meantime, the City has not been assigned a new local Coastal Commission staff contact to work with on the LCP update/grant. We need to get Coastal Commission staff input soon, and so City staff have been trying to get that moving.

### **View Restoration Permit process for Van Wycke St.**

The applicants are working on obtaining a more detailed arborist report and pruning plan. However, the property on which the vegetation is located is for sale. Staff is hopeful that the applicants can start negotiations with the new owner that would lead to a mutually agreeable vegetation management plan and reduce or eliminate the need for further City involvement. The arborist was very busy in the Spring, which, along with the sale, has slowed down the process.

### **CalFire Water Line Extension**

There were no requests for Tribal Consultation on this General Plan / LCP amendment. The amendment is needed in order to allow extension of City water to the Fire Station parcel, which is outside the City's approved Water Service Area. The amendment will be heard by the Planning Commission on July 19. If they recommend approval, it will then go to the City Council for approval in August. The County is concurrently processing a similar amendment. Both amendments will go to the Coastal Commission for certification. Since Coastal Commission staff have been involved in drafting the LCP amendments, that is not expected to be a difficult process. Once the LCP amendments are certified, CAL FIRE can apply to the City (and County) for the CDP and other necessary permits for the physical construction of the water line.

## WATER SYSTEM

### **Install Streamflow Monitoring on Luffenholtz Creek (Water Fund)**

This is under way, with flow monitoring being conducted through the summer to calibrate the automated monitor.

**Resolving Title at Water Plant** The Water Plant was built on the old County road right of way, and that has never been cleaned up. The County has indicated they are open to helping us resolve this.

**Asset Management System** – (75% Water Fund) New Asset Management software is configured and installed at the Water Plant, and is already populated with data about many key components and maintenance of the Water Plant. Water Plant staff has completed remote training on use of the asset management system, the mobile work orders to be used in the field, and the water quality compliance reporting module. The program is up and running and staff is now using this for the maintenance scheduling and recordkeeping. The next step will be using the water quality module to complete the next round of water quality reporting for the State and the annual Consumer Confidence Report.

**Capital Improvement Program (CIP)** – (75% Water Fund) The Asset Management Software will help staff develop long range plans for future replacement of critical assets and to prioritize our long term maintenance and replacement efforts.

**Water Filter Replacements** – (Water Fund) – This emergency action is complete. The three main polishing filter trains at the Water Plant are all new (two are brand new, one is two years old) and working well.

**Hazard mitigation** – With the cooperation of Cal-Fire and staff hazardous ivy has been removed and vegetation fuel reduction has been performed on the majority of city property at the water plant.

**Water accountability** – Through various means, such as, aged meter replacement, identifying and addressing leaks, accounting for plant process water, and metering previously un-metered services staff continues to audit true water loss. Recently staff have identified and fixed several leaks in the distribution system. Staff have also identified numerous leaks on the property owners side and coordinated with the appropriate party to facilitate the necessary repairs.

**Operator certification** – Recently staff members through California Dept. of Public Health examinations have achieved higher levels of certification in both water treatment and distribution system operation.

**Water Treatment Plant SCADA System** - Quarterly water treatment plant and distribution system alarming and notifications systems have been tested, verified and improved. All system alarms are functioning optimally. By doing so staff is continually optimizing the operation of the water system.

**Water Distribution System** - Two pressure reducing valves which are critical components that regulate water system pressures in the lower part of town have been rebuilt and are functioning properly.

## **PUBLIC WORKS**

**Memorial Light House and Edwards St Slide** The initial site response is complete, including removal of the concrete ramp and old fencing, and pulling back the parking lot,

Four boreholes have been drilled to establish depth to bedrock and soil profiles. Two of them have monitoring devices installed to measure ground movement at depth. This work is all included in our application for Disaster Relief Funding. PARSAC grant funding of \$20,000 has been successfully applied for to support these efforts. Staff are working with FEMA/OES and are hopeful that this project will qualify, which would mean state and federal funding would cover ~90% of costs to restore and stabilize the site. An updated assessment of the risk and potential solution will be coming to Council at the July 26<sup>th</sup> meeting.

**Town Hall Improvements.** Scott Baker is assisting the city with prioritizing the remaining ADA improvements, including parking and the water fountain. Zero Waste Humboldt is applying for a grant to install a water bottle filling station, likely also in Town Hall. The Civic Club is asking the City to consider funding improvements to the Civic Club Room, which staff will include in upcoming budget discussions. Exterior maintenance issues are also being evaluated for next year's budget.

**Trails Committee.** The Trails Committee has been formed and begun meeting.

**Storm Damage Repairs** –The storm drains off Scenic Drive just past the entrance to the Saunder's shopping complex that became disconnected in this winter's storms have been repaired. This was done as emergency work due to the threat to Scenic Drive. This is one of the projects for which staff have applied for Disaster Relief funding.

**OWTS Permits** Staff and the City Planner met in April to review the OWTS process and develop a workplan for getting OWTS permits done for the whole City. Staff are looking at how to spread the workload for this project across more people so it is not all on the City Planner. The City Planner is working on a step-by-step guide and compiling all the information needed to allow other staff to complete at least parts of the OWTS permits.

**Firehouse Expansion** – was funded by Council from City Reserves and is underway.

## GRANTS –

**Van Wycke Trail** – (Grant Funded) – Request for Scope Change approved by Caltrans. GHD is preparing the next stages of work for this project.

**Clean Beaches Initiative OWTS Repair/Replacement Grant** – The first round of repairs have been permitted and are being put out to bid as weather allows. Another round of outreach is underway to invite OWTS owners in the priority areas of Parker, Luffenholtz and Joland Creeks to get their systems inspected and, if their system needs repairs, to apply to the Clean Beaches OWTS program for funding assistance.

**ASBS Storm Water Management Improvement Project** – The State Water Resources Control Board awarded the City approximately \$4 million in Prop 1 grant funds through

the Storm Water Grant Program.is in the process of applying for additional grant and/or loan funding to meet the approximately \$450,000 grant match requirements.

**Ocean Protection Council funded Citywide LID Planning and Construction Project**

Pre-construction work has begun including groundwater modeling and planning for the Ocean Friendly Garden component of the project. The modeling is being done to protect the stability and avoid saturation of the bluff area, by identifying where storm water should not be infiltrated. The project will construct storm water system improvements that were planned but not installed during phase 1 of the Storm Water Management Improvement project. Construction is planned for this summer on East, West, and Hector Streets. Additional tasks for this project include a LID hands-on workshops and demonstration project.

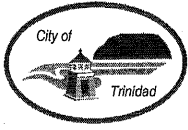
## BUILDING DEPARTMENT

Complaints regarding the former Church at the base of Westhaven Dr. continue to be received and a letter requiring an inspection and updates from the property owner has been sent out. An inspection was conducted on May 5<sup>th</sup> and the Building Inspector is writing up a report of items needing work.

Alley widths and parking issues were reviewed with the Building Inspector, staff, and Council members. Staff are soliciting Calfire input, and considering how to ensure the alleys remain clear for emergency vehicles.

A final warning letter requiring action regarding unpermitted work (a carport) on Berry Rd. was issued.

Routine review of plans and specs for construction in town is ongoing.



## **DISCUSSION AGENDA ITEM 1**

**SUPPORTING DOCUMENTATION FOLLOWS WITH:    8 PAGES**

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1. Discussion/Decision regarding Resolution 2017-10; Establishing a Fiscal Reserve Policy for the City of Trinidad

## **DISCUSSION/ACTION AGENDA ITEM**

Date: July 18, 2017

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**Item:** Consideration of adopting Resolution 2017-10 establishing a Fiscal Reserve Policy for the City of Trinidad

### **Summary and Recommendation:**

The proposed Reserve Policy will help formalize the City's approach towards establishing and utilizing Reserve funds. The policy sets a target of maintaining combined General Fund Reserves of 50% of the annual GF operating budget for emergencies and budget stabilization. It also creates a framework for Capital Asset and Special Project Reserves. The details of those Capital Asset Reserves will be developed in conjunction with the completion of a Capital Improvement Plan this year. This proposed Policy will be adopted by Resolution, and as such can be revised at the Council's discretion going forward.

### **Staff recommends the Council:**

**Adopt Resolution 2017-10 establishing a Fiscal Reserves Policy for the City of Trinidad, and direct staff to work with our Auditor and Accountant to implement this Policy.**

**Background:** Reserves are a critical part of how cities plan for and respond to fiscal challenges, infrastructure replacement, and cash flow management. Fiscal challenges can include natural disasters, other unexpected costs or reductions in revenue, and economic downturns. Reserves also provide a framework to plan and save for the maintenance and replacement of the City's infrastructure and capital assets. Collectively, reserves provide the City with time and flexibility to respond to financial challenges without disrupting the provision of essential City services.

The City currently has significant 'undesignated' General Fund and Water Fund balances. The City has some established Reserve Funds, but has not formally designated most of our available fund balances to those Funds. The proposed Reserves Policy will help formalize the City's approach towards establishing, funding, and utilizing reserves.

### **Appropriate Reserve Fund Targets**

An important part of the Reserves Policy involves setting the appropriate Fund target levels. General guidance for California Cities, and surveys of City Reserve Policies suggest that an overall General Fund Reserve of 20% of annual operating budget is considered a healthy reserve. Cities vary widely, and some CA cities have designated General Fund Reserve targets of up to 100% of annual GF operating budgets.

The attached Resolution reflects staff's recommendation for a primary General Fund Reserves target of 50% of the annual General Fund operating budget (45% for Emergency Reserves and 15% for Budget Stabilization Reserves). This target is based on the following reasoning:

**Risks relative to our size:**

A 20% reserve target results in a large absolute number for most Cities – many millions or tens of millions of dollars. But Trinidad is so small that 20% of our annual GF budget is only \$120,000. A single landslide, lawsuit, or unexpected infrastructure expense could easily exceed that value. The City has approached insolvency over legal costs in the past, and currently faces a landslide threatening Edwards St. and the Memorial Lighthouse with potential costs of many hundreds of thousands of dollars.

**Dependence on variable revenue linked to larger economy:**

Our two largest General Fund revenue sources are Sales tax and TOT. Together they have comprised two thirds of General Fund revenue in recent years. Both sources are closely linked to larger current economic conditions, and could decline significantly in a serious economic downturn. The non-renewal of the Cell Tower lease and the potential loss of property tax, TOT, and sales tax from the Trinidad Harbor Area are current examples of upcoming impacts to City revenues.

**Capital Assets and Special Projects**

In addition to reserves intended to weather financial crises, this Policy establishes a framework for designating General Fund Capital Asset and Special Project Reserves to plan and save for the replacement and repair of City infrastructure. A Capital Improvement Plan will be developed this year and will play a significant role in developing more detailed Capital Reserve plans for both our Water Fund and General Fund.

**Flexibility**

The proposed Reserve Policy includes regular review by the Council, and can be revised or amended by Resolution at the Council's discretion.

**Fiscal Impact**

There is no direct expense related to this Policy. The impact on the City's financial statements would be as follows:

Undesignated GF balance as of the last audit report:	\$1,276,000
Emergency Reserve Fund Target:	\$214,000
Budget Stabilization Reserve Target:	\$92,000
Capital Asset and Special Project Reserves (minimum)	\$312,000
Remaining Undesignated balance:	\$658,000

The proposed Policy proposes dividing remaining undesignated general fund reserve balance equally between the Capital Reserve and the Budget Stabilization reserve. This would result in final Reserve Fund balances as follows:

Emergency Reserve Fund:	\$214,000 (at target)
Budget Stabilization Reserve Target:	\$421,000 (92K target+329K surplus)
Capital Asset and Special Project Reserves	\$641,000 (312K target+329K surplus)

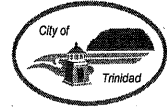
Staff will return to Council with a more detailed breakdown of the Capital Asset and Special Project Reserves as the Capital Improvement Plan is completed. Staff expects this will result in proposals to shift surplus funds from the Budget Stabilization Reserve towards specific assets and projects in the Capital Reserve.

**Staff recommends the Council:**

**Adopt Resolution 2017-10 establishing a Fiscal Reserves Policy for the City of Trinidad, and direct staff to work with our Auditor and Accountant to implement this Policy.**

Attachments:

Proposed Resolution 2017-10 establishing the City of Trinidad Fiscal Reserves Policy



**RESOLUTION 2017-10**

**A RESOLUTION OF THE TRINIDAD CITY COUNCIL**  
**ESTABLISHING A FISCAL RESERVE POLICY**

**WHEREAS**, the Trinidad City Council is responsible for the fiscal management of the City; and

**WHEREAS**, changes in the economy, natural disasters, litigation, and the necessity of maintaining and replacing valuable City assets and infrastructures can create both expected and unexpected impacts to the City's finances; and

**WHEREAS**, setting aside adequate financial reserves to address emergencies, unexpected expenses, and the replacement of capital assets is an important component of prudent fiscal management; and

**WHEREAS**, the City Council directed the City Manager to prepare a Fiscal Reserve Policy for consideration; and

**WHEREAS**, research indicates that cities commonly set aside reserves ranging from 10% to 50% of General Fund expenses, as well as Capital Reserves designed to fund the replacement of City infrastructure and other capital assets; and

**WHEREAS**, the purpose of this Fiscal Reserve Policy is to direct the establishment, maintenance, and use of Reserve Funds for the fiscal health of the City of Trinidad

**NOW, THEREFORE BE IT RESOLVED**, that the City Council of the City of Trinidad does hereby adopt the City of Trinidad Fiscal Reserve Policy attached hereto and summarized below:

An Emergency Reserve Fund shall be established with a funding target set at 35% of the current year GF operating expenditures.

A Budget Stabilization Reserve Fund shall be established with a funding target set at 15% of the current year GF operating expenditures.

The General Fund Capital and Special Project Reserves target shall be set at a minimum of 50% of the current year GF operating expenditures, with specific targets for individual projects or assets to be adjusted in accordance with the current Council approved Capital Improvement Plan.

The Water Fund Reserve target shall be set at a minimum of 50% of the current year Water Fund operating expenditures, and will be managed in coordination with the City's current Capital Improvement Plan to provide for the long term maintenance and replacement of the Water Plant and Water Distribution System.

**PASSED, APPROVED AND ADOPTED this 18<sup>th</sup> day of July, 2018 by the following vote:**

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**ATTEST:**

\_\_\_\_\_  
**Gabriel Adams**  
Trinidad City Clerk

\_\_\_\_\_  
**Dwight Miller**  
Mayor

## **Attachment A to City of Trinidad Resolution 2017-10**

### **CITY OF TRINIDAD**

### **FISCAL RESERVES POLICY**

#### **POLICY PURPOSE:**

The purpose of this Policy is to protect the long term fiscal health of the City of Trinidad by establishing designated reserve funds, setting target levels for those funds, and providing clear guidance on their use and maintenance.

#### **BACKGROUND:**

Reserves are a critical part of how cities plan for and respond to fiscal challenges, infrastructure replacement, and cash flow management. Fiscal challenges can include natural disasters, other unexpected costs or reductions in revenue, and economic downturns. Reserves also provide a framework to plan and save for the maintenance and replacement of the City's infrastructure and capital assets. Reserves are critical to managing cash flow. Collectively, reserves provide the City with time and flexibility to respond to financial challenges without disrupting the provision of essential City services.

Reserves fall into two general categories: Restricted and Designated. Restricted reserves are committed to a specific purpose due to financial, accounting, or legal restrictions, and are not available for other use. Designated reserves are established by Council policy for an intended purpose and are available for use per Council direction according to that policy.

Our annual audit follows the Governmental Accounting Standards Board (GASB) Statement 54 Fund Reporting and Governmental Fund Type Definitions, which require that all fund balances be classified on the governmental funds balance sheet as follows:

#### *Restricted Reserves:*

- Non-spendable: - amounts that cannot be spent because they are either (a) legally or contractually required to be maintained intact or (b) not in spendable form such as long-term notes receivable.
- Restricted: -amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

#### *Designated Reserves:*

- Committed - amounts that can be used only for the specific purposes determined by a formal action of the City Council, to establish, modify or rescind a fund balance commitment.
- Assigned - amounts that are constrained by the government's intent to be used for specific purposes but do not meet the criteria to be classified as restricted or committed, as determined by a formal action or policy of the City Council or its appointed official.
- Unassigned - the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications.

## **GUIDING PRINCIPLES:**

Following sound financial practices and adhering to the Government Finance Officers' of American (GFOA) recommendations, the City's designated reserves include reserves for known and unknown contingencies, which take into consideration the:

- Diversity of revenue base
- Cyclical nature of revenue
- Changes in community priorities
- Frequency of budget surpluses/deficits
- Cash flow management practices
- Nature of financial risks to the City
- Budget size relative to potential risks.

## **City of Trinidad Fiscal Reserve Policy:**

### **Reserve Funds**

The City will set aside funds into designated reserves to address unforeseen emergencies or disasters, significant changes in the economic environment, and key infrastructure and capital projects.

General Fund designated reserves shall include an Emergency Reserve Fund, Budget Stabilization Reserve Fund, and Capital and Special Projects Reserve Funds.

Enterprise Reserve Funds shall include the Water Utility Reserve Fund and the Cemetery Reserve Fund.

### **Key General Fund Designated Reserves**

***Emergency Reserve.*** Funds reserved under this category shall be used to mitigate costs associated with unforeseen emergencies or fiscal crises, including natural disasters or catastrophic events. Other uses of this fund could include significant one-time expenses due to litigation, or legal or insurance settlements.

In the case of a natural disaster or other emergency that requires the immediate expenditure of City resources beyond those provided for in the annual budget, the City Manager or designee shall have authority to approve Emergency Reserve appropriations. The City Manager or designee shall notify the Council immediately upon such use, and then present to the City Council within two weeks of such action a budget amendment confirming the nature of the emergency and authorizing the appropriation of reserve funds.

***Budget Stabilization Reserve.*** Funds reserved under this category shall be used to mitigate, should they occur, annual budget revenue shortfalls (actual revenues less than projected revenues) due to changes in the economic environment and/or one-time expenditures that will result in future efficiencies and/or budgetary savings. Examples of "economic triggers" and one-time uses include, but are not limited to:

- Significant decrease in property, sales, or transient occupancy tax, or other economically sensitive revenues;
- Loss of businesses considered to be significant sales tax generators;
- Reductions in revenue due to actions by the state/federal government;
- Workflow/technical system improvements to reduce ongoing, personnel costs and enhance customer service;
- One-time maintenance of service levels due to significant economic/budget constraints; and

- One-time transitional costs associated with organizational restructuring to secure long-term personnel cost savings.

**Capital and Special Projects Reserve.** Funds reserved under this category are designated for key infrastructure and capital/special projects as identified in the current City Capital Improvement Plan. The City Council shall designate funds towards specific capital and special projects in relation to their priority, expected cost, and date of replacement. These shall include a Fire Department Equipment Reserve, a Town Hall Reserve, a Streets and Roads Reserve, an ADA Compliance Reserve, and other Reserves as designated by the Council.

### **Reserve Target Levels**

The target level for the Emergency Reserve and the Budget Stabilization Reserve shall be based on a percentage of the current year General Fund annual operating expenditures (minus one-time expenditures).

- The Emergency Reserve target shall be set at 35% of the current year GF operating expenditures.
- The Budget Stabilization Reserve target shall be set at 15% of the current year GF operating expenditures.
- The General Fund Capital and Special Project Reserves target shall be set at a minimum of 50% of the current year GF operating expenditures, with specific targets for individual projects or assets to be adjusted in accordance with the current Council approved Capital Improvement Plan.
- The Water Fund Reserve target shall be set at a minimum of 50% of the current year Water Fund operating expenditures, and will be managed in coordination with the City's current Capital Improvement Plan to provide for the long term maintenance and replacement of the Water Plant and Water Distribution System.

The targets for specific projects within the Capital and Special Project Reserves and the Water Fund Reserves shall depend on the specific priority, expected cost, and date of replacement or implementation of the individual projects and assets. Individual targets shall reflect the depreciated value of city assets so that the reserve can fund their replacement when needed. For special projects, the target shall be set so that the reserve fund equals the project cost at the planned implementation date. These Reserves and funding targets shall be managed in coordination with the City's current Capital Improvement Plan.

### **Reserve Utilization and Revisions to this Policy**

The General Fund Reserve Policy and the status of Reserve Funds shall be reviewed at least biannually by the City Council as part of the adoption of the annual audit, and the annual operating budget review and adoption process.

Appropriations of Reserve Funds shall require formal Council authorization, either through the adopted annual budget or through separate approval, with the limited exception of the Emergency Reserve Fund described above.

### **Replenishment of Unreserved Fund Balance**

When any reserve fund falls below its target thresholds, the City Council will develop a 1 to 5 year reserve replenishment plan to meet the minimum thresholds. The Capital Improvement Plan shall guide appropriate individual targets for the Capital Assets Reserve Funds.

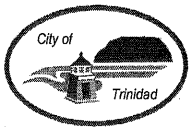
### **Excess Fund Balance**

After the close of each fiscal year, the City reports on the audited year-end budgetary results and fund balances. The acceptance of the final audit shall include a report on and discussion of current Designated Reserve funding levels. Where all Emergency and Budget Stabilization Reserve targets are met, the General Fund balance exceeding the level required by the policy shall be available for allocation through the budget process for the following, subject to Council approval:

- Offset projected future deficits
- Anticipated intergovernmental fiscal impacts
- One-time funding, non-recurring needs
- Pay down debt

Upon funding of the above, any remaining general fund surplus balances shall be divided equally between the Budget Stabilization Reserve and Capital and Special Projects Reserve for appropriation within the Capital Improvement Program budget.

Surplus Water Funds at the close of each fiscal year shall be designated to the Water Fund Reserve.



## **DISCUSSION AGENDA ITEM 2**

**SUPPORTING DOCUMENTATION FOLLOWS WITH:      23 PAGES**

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2. Continued Discussion/Decision regarding Resolution 2017-09; Adopting the 2017-2018 Fiscal Year Budget.

## **DISCUSSION/ACTION AGENDA ITEM**

Date: July 18, 2017

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### **Item: Public Hearing to adopt the FY 2017-18 Budget**

Background: The proposed FY 2017-18 City of Trinidad budget is hereby submitted to the Council for adoption. The budget has been discussed at three prior Council meetings this spring.

The City of Trinidad 2018 Budget is attached. A brief summary of City Program Areas is included below.

#### **General Fund Administration (1.6 FTE)**

This budget unit funds pro-rated employee salaries, liability, property and casualty insurance, contracted planner, building official, attorney, financial contractor, bookkeeper, auditor, lease of city annex and new library, utility costs, distribution of transient occupancy taxes (TOT), and office supplies

• Planner activities budgeted as follows*	
General Plan/LCP	\$ 15,000
STR Ordinance	4,000
Planning Commission	7,000
Permits (offset by revenue)	net zero
Enforcement	4,000
Stormwater permit issues	1,000
Miscellaneous, general planning	12,000
OWTS Permits	<u>5,000</u>
	48,000

\*excludes separately funded OWTS Grant and LCP Grant

- Attorney costs are estimated at \$20,000, which includes \$10,000 toward defense of litigation.
- Building Official \$6,000 plus reimbursable permit process fees.
- Distribution of 12% of prior year TOT receipts (~\$16,800)

#### **General Fund Law Enforcement (.13 FTE - counting City staff time only)**

- Contract costs with the Sheriff are up 8%, or \$12,000 for one deputy.
- \$75,000 in Measure Z funds will be used to go from one (1) to 1.5 full time Deputy Sheriffs. This will move us from having an assigned deputy 4 days a

week to six days a week, and this second Deputy will be specifically assigned to Trinidad for two days a week, as opposed to coverage from different people each week. *This is a tentative plan with the Sheriff's Office, depending on their staffing level.*

- This additional deputy will replace the extra eight hour shift per week that we have been funding. If the second deputy is not available, we will fund 2-3 extra shifts per week with the Measure Z funds.
- \$100,000 is anticipated to be funded by Community Oriented Policing Services (COPS) revenue, as has been the case over the last several years.

### **General Fund Fire**

- The City is proceeding with the Fire House Expansion project utilizing General Fund Reserves as approved in June 2017.

### **General Fund Public Works (1.03 FTE)**

Budget includes pro-rated staffing costs, town hall, annex and library supplies, street paint, signs, trail and park maintenance. Specific Projects include:

Water level monitoring Equipment*	\$ 8,000
Town Hall Maintenance work	\$ 5,000
Capital Improvement Plan**	\$ 1,000
OWTS Permitting (costs are in staff time)	\$
Trail Maintenance	\$3,500

\* to track groundwater levels associated with the Stormwater Projects. Staff plan to rent this equipment back against the various stormwater grants underway, which should pay for it over the next 3-5 years

\*\*primarily funded out of, and focused on, the Water Fund this year.

Implementation of the OWTS Permit system across the City is a priority project this year. The costs are in Planning and City staff, as Trever, Becky and Sandra will be making a team effort to get permits out throughout the City.

### **Integrated Waste Management (.28 FTE)**

This Budget includes pro-rated staffing costs, franchise revenue and AB939 pass through from Humboldt Waste Management Authority.

Revenue:	\$ 16,500
Expenditures:	\$ 21,571
Difference (from fund balance)	\$ (5,071)

The difference of \$5,071 can be absorbed from the remaining IWM fund balance of \$11,000. The auditor recommends incorporating this into the General Fund once the fund balance is depleted.

**Cemetery (.35FTE)**

Budget includes pro-rated staffing costs and plot sales.

Revenues:	\$ 9,500
Expenditures:	<u>\$ 26,000</u>
Difference (from reserve)	\$ 16,500

Cash assets in this fund are approximately \$90,000, and will cover this deficit. The cemetery fund is steadily declining. The auditor recommends that the City plan for the General Fund to absorb cemetery maintenance costs in the long run.

**Water Fund (2.05 FTE)**

The City's Water Enterprise Fund is doing well. We have completed major improvements to the Water Treatment Plant in recent years. This budget includes:

- Setting \$20,000 aside for reserves
- Budgeting for Water Line repairs.
- Completion of the flow monitoring system (underway currently)
- Development of a Capital Improvement Plan to help identify and prioritize capital investment needs.

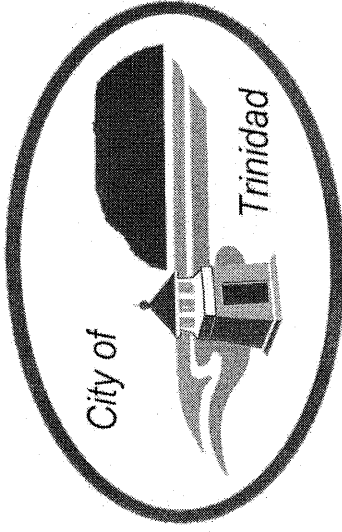
*Proposed Action:*

- 1.. *Receive and consider the final budget presentation;*
2. *Direct any other changes as may be desired; and*
3. *Consider approval of Resolution 2017-09 adopting the FY 2017-18 Annual Budget.*

Attachments:

City of Trinidad 2018 Budget

Resolution 2017-09 adopting the FY 2017-18 Annual Budget



# CITY OF TRINIDAD

FY 2017-18

Proposed Budget

Presented July 18<sup>th</sup>, 2017

Adopted: \_\_\_\_\_

Attest: \_\_\_\_\_

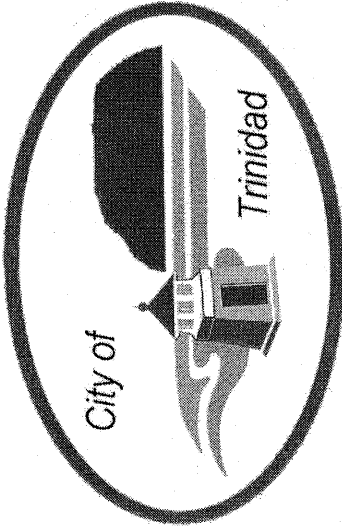
Gabe Adams, City Clerk

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## Attachments:

Budget Detail sheets for	
GF Revenue	12
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## City Council Members

Dwight Miller – (Mayor)  
Susan Rotwein (Mayor pro tem)  
Jim Baker  
Jack West  
Steve Ladwig

## City Staff

City Manager – Dan Berman  
City Clerk – Gabe Adams  
Grants & Projects Manager – Rebecca Price-Hall  
Records Manager – Sandra Cuthbertson  
Public Works Director – Bryan Buckman  
Public Works Operator – Ryan Desmit  
Public Works Operator – Paul Rosenblatt

## Contract Staff

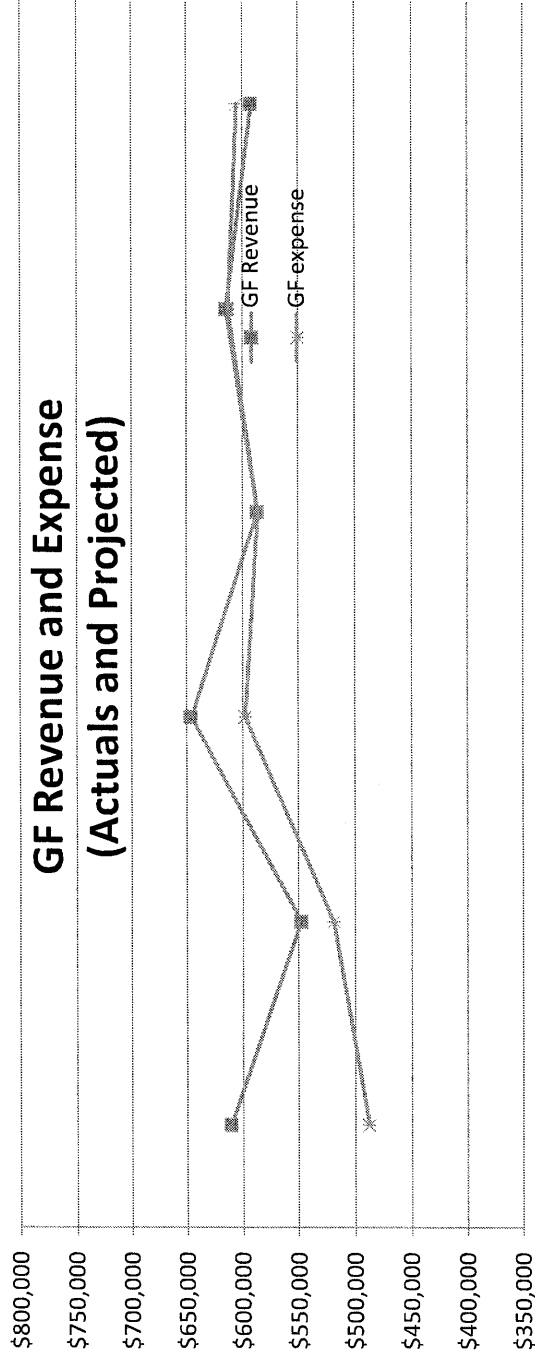
City Attorney - Andrew Stunich  
City Planner – Trever Parker  
City Engineer – Steve Allen  
City Building Official – John Roberts  
Trinidad Deputy – Luke Mathieson

City of Trinidad 2017-18  
Summary Budget

	2017-18 Revenues	2017-18 Expense	Net	Notes
General Fund	\$689,385	\$687,713	\$1,672	Includes \$75,000 Reserve Expenditures for Fire House Addition
Water Fund	\$305,000	\$302,702	\$2,298	Expenses include \$20,000 to Water Reserves
Cemetery Fund	\$9,500	\$25,679	-\$16,179	Deficit funded with Cemetery Reserves
IWM	\$16,500	\$21,265	-\$4,765	Deficit funded from IWM Reserves
Public Safety Grants (Measure Z and COPS)	\$175,000	\$175,000	\$0	
Total	\$1,195,385	\$1,212,359	-\$16,974	

Note – State grants with separately approved grant budgets not included here.

### GF Revenue and Expense (Actuals and Projected)



	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Estimate	2017-18 budget	2018-19 Projection
<b>GF Revenue</b>	<b>\$610,361</b>	<b>\$547,965</b>	<b>\$645,850</b>	<b>\$586,674</b>	<b>\$614,385</b>	<b>\$592,000</b>
<b>GF expense</b>	<b>\$487,619</b>	<b>\$519,055</b>	<b>\$597,819</b>	<b>\$586,473</b>	<b>\$612,713</b>	<b>\$605,000</b>
<b>NET</b>	<b>\$122,742</b>	<b>\$28,910</b>	<b>\$48,031</b>	<b>\$202</b>	<b>\$1,672</b>	<b>-\$13,000</b>

Notes: Observed Variability in GF Revenue up to \$65,000  
Cumulative GF gain/loss 2014-present: ~\$200,000  
Reserve Expenditures on Firehouse are not included (to aid comparison over time)  
2018-19 Projection assumes Cell Lease ends, and Harbor goes to Trust Status  
Revenues trend is flat while expenses are increasing

## City of Trinidad 2017-18

## GF Revenue and Expense

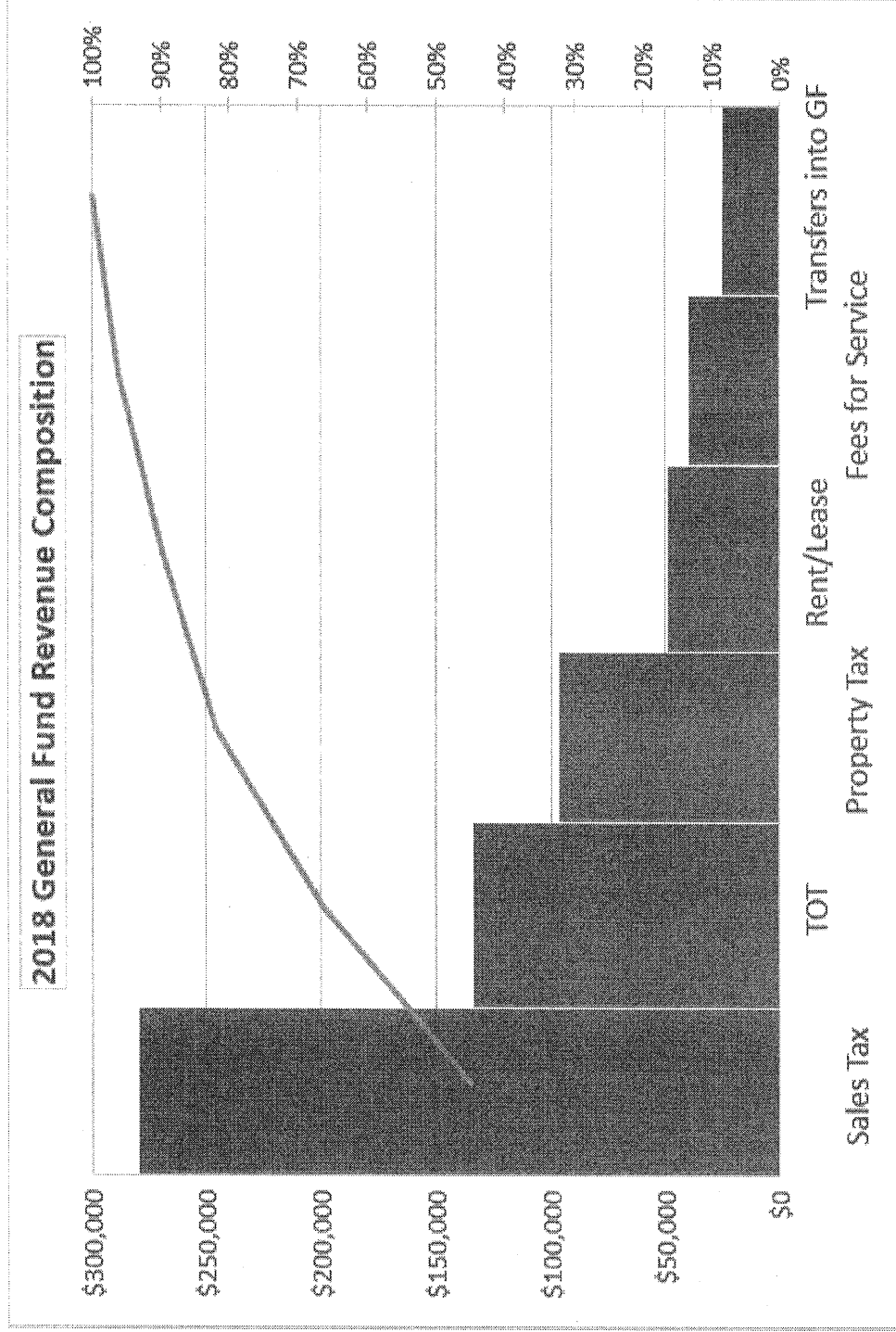
	13-14	14-15	15-16	16-17	16-17 Actuals estimate	17-18	18-19
	Actual	Actual	Actual	Budget		Budget	Projection
REVENUE							
Property Tax	\$93,709	\$89,848	\$92,709	\$98,550	\$95,496	\$96,800	\$94,000
Sales Tax	\$255,920	\$238,333	\$304,902	\$252,000	\$257,218	\$268,600	\$270,000
TOT (net)	\$130,700	\$114,566	\$127,794	\$130,000	\$139,949	\$134,400	\$136,500
Rent/Lease	\$43,773	\$42,222	\$53,208	\$46,935	\$51,708	\$49,435	\$24,000
Fees for Service	\$40,497	\$48,135	\$67,236	\$40,130	\$33,567	\$40,150	\$42,500
Other	\$8,032	\$0	\$0	\$0	\$1,735		
Transfers to GF	\$37,729	\$14,861	\$0	\$30,000	\$7,000	\$25,000	\$25,000
<b>Total Revenue</b>	<b>\$610,361</b>	<b>\$547,965</b>	<b>\$645,850</b>	<b>\$597,615</b>	<b>\$586,674</b>	<b>\$614,385</b>	<b>\$592,000</b>
EXPENSES							
201-Admin	\$254,784	\$281,788	\$330,255	\$341,194	\$334,321	\$343,186	\$345,000
301- Police	\$101,535	\$76,341	\$83,708	\$72,537	\$44,244	\$89,606	\$90,000
401- Fire	\$6,308	\$18,026	\$7,195	\$17,100	\$10,515	\$12,800	\$10,000
501- PW	\$124,992	\$142,900	\$176,661	\$165,337	\$197,392	\$167,121	\$160,000
<b>Total Expense</b>	<b>\$487,619</b>	<b>\$519,055</b>	<b>\$597,819</b>	<b>\$596,168</b>	<b>\$586,473</b>	<b>\$612,713</b>	<b>\$605,000</b>
<b>NET:</b>	<b>\$122,742</b>	<b>\$28,910</b>	<b>\$48,031</b>	<b>\$1,447</b>	<b>\$202</b>	<b>\$1,672</b>	<b>-\$13,000</b>

Notes: 2016-17 Actuals are an informed estimate at this point.

Sales Tax and TOT combined are two thirds of GF Revenue

Fire House Expansion not shown (Plus \$75K to Revenue and Expense)

Total Police expenses include \$175,000 additional in grant funding – amount shown above is GF.



Notes: Sales Tax and TOT combined are 2/3 of total GF revenue

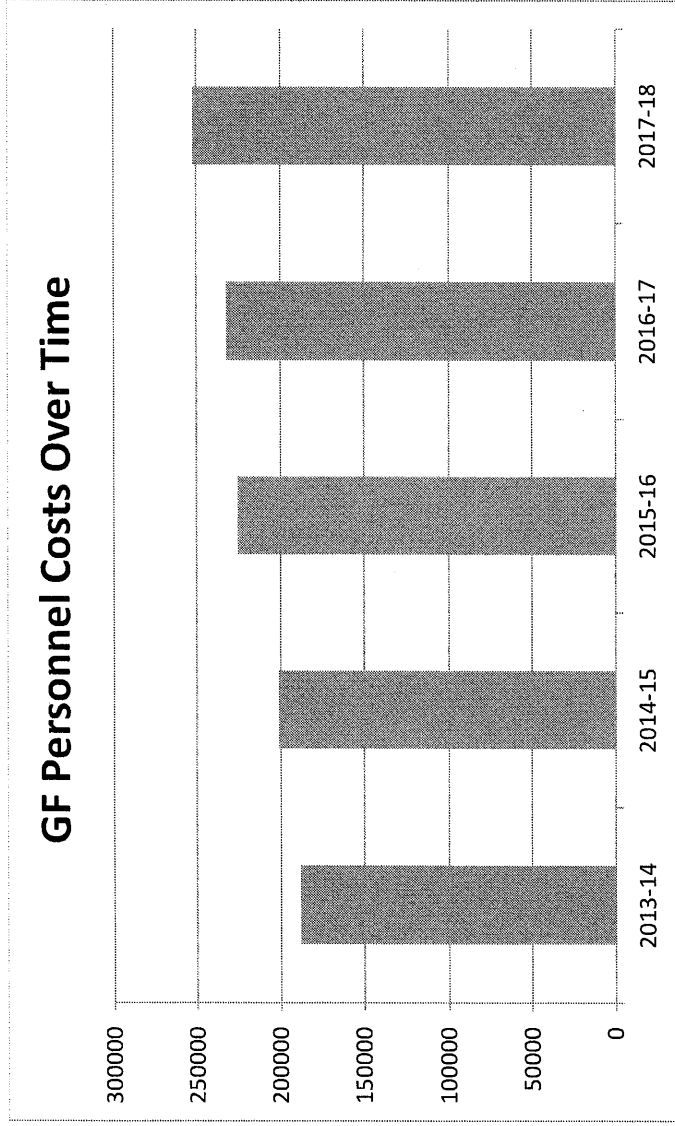
## 2018 Budget Personnel Costs Summary

### City Staff

Funding Source	Personnel Costs (inclusive)
General Fund	252,681
Water Fund	159,572
Cemetery Fund	24,429
IWM Fund	19,465
Grants	44,480
<b>TOTAL</b>	<b>500,627</b>

### Contract Staff

	General Fund	Grants	Water Fund	TOTAL
<b>Contract Services</b>				
Police/Sheriff	\$70,528	175,000		\$245,528
Planning	\$48,000			\$48,000
Engineering	\$15,000		4000	\$19,000
Building Inspector	\$16,000			\$16,000
Legal	\$20,000		1000	\$21,000
Accounting	\$17,500		6500	\$24,000
<b>TOTAL</b>	<b>\$187,028</b>	<b>\$175,000</b>	<b>\$11,500</b>	<b>\$373,528</b>



Notes: Increase from current year is ~\$15,000 or 6% and is composed of:

Anticipated medical insurance increase: \$6,600

Proposed 2% raise for hourly staff: \$3,400

Increased staff time for OWTS Permitting: \$5,000

Increase from 2015 to 16 reflects increased GF support for our Grant Manager position, revised CM contract, and medical insurance increase

# City of Trinidad Classifications and Salaries Schedule July- Dec 2017

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>City Manager *</b>	by Contract							
<b>City Clerk</b>	\$21.51	\$22.04	\$22.59	\$23.16	\$23.74	\$24.33	\$24.94	<b>\$25.56</b>
<b>Public Works/Water Director</b>	\$20.98	\$21.50	\$22.04	\$22.59	\$23.16	\$23.74	\$24.33	<b>\$24.94</b>
<b>Maintenance Operator (PR)</b>	\$16.65	\$17.07	\$17.49	\$17.93	<b>\$18.38</b>	\$18.84	\$19.31	\$19.79
<b>Maintenance Operator (RD)</b>	\$16.65	\$17.07	\$17.49	\$17.93	\$18.38	\$18.84	<b>\$19.31</b>	\$19.79
<b>Part-Time Records Manager</b>	\$14.35	\$14.71	\$15.08	\$15.45	\$15.84	\$16.24	\$16.64	<b>\$17.06</b>
<b>Grant Administrator</b>	\$21.21	\$21.74	\$22.28	\$22.84	\$23.41	\$24.00	\$24.60	<b>\$25.21</b>

## NOTES:

Most staff are 'topped out' at 8 or more years of service.

Each step (year of service) is a 2.5% raise up to year 8.

Draft Budget includes 2% raise for all hourly employees. That has an overall cost of \$6,800, with the General Fund picking up half of that total.

To honor new Operator Certification levels for Water Plant Maintenance Operators, CM proposes year-end bonus from water fund

Wage Scale analysis is planned for this year, including revisions to this table to address 'topped out' employees.

## ‘Discretionary’ Expenditures included in 2018 Budget

	<u>General Fund</u>	<u>Water Fund</u>
Water level monitoring Equipment	\$8,000 (equipment lease to grant projects will slowly reimburse)	
Town Hall Maintenance	\$5,000	
Capital Improvement Plan	\$1,000	\$8,000
Luffenholtz Flow Monitoring (carry over from prior year)		\$3,000
OWTS Permitting Priority	(costs are in Public Works staff time)	
Trail Maintenance	\$3,500	
Fire House Expansion	\$75,000 (Reserve Funded)	
ADA Improvements	\$10,000 (PARSAC grant may supplement this amount by \$12K )	
12% of TOT to community orgs	\$16,800	
2% Raise for hourly Employees	<u>\$3,400</u>	<u>\$2,000</u>
<b>TOTAL:</b>	<b>\$47,700 (excluding Fire)</b>	<b>\$13,000</b>

## Possible projects/costs not included in budget

	<u>Cost</u>	<u>Notes</u>
Ocean St. ROW	~\$8,000	
MLH Slide Response	Large	FEMA may assist
Street Repairs		Waiting for CIP and Gas Tax Increase

FEMA outcome is a major budgetary uncertainty for the City. Approximately \$40,000 in FY2017 expenses may be reimbursed, and 90% of future costs for MLH slide could be covered.

CITY OF TRINIDAD						
FY 2017-18 PROPOSED BUDGET						
General Fund Revenue						
		FY 2015 Actual	FY 2016 Actual	FY 2017 BUDGET	FY 2017 Estimate	FY 2017-18 BUDGET
<b>201 REVENUES</b>						
41010	Property Taxes - Secured	83,927.04	85,628.14	91,500.00	87,661.11	\$ 90,000
41020	Property Tax - Unsecured	3,312.80	3,249.27	3,300.00	3,401.25	\$ 3,300
41040	Property Tax - Prior Unsecured	98.50	41.89	0.00	19.24	\$ 50
41050	Proerty Tax - Current suppl	533.12	825.60	600.00	1,240.16	\$ 600
41060	Property Tax - prior Supplemental	182.84	112.63	200.00	109.84	\$ 200
41071	Motor Vehicles Fines	372.93	81.48	1,000.00	569.24	\$ 1,000
41110	Property Tax Exemption	1,245.81	1,208.22	1,300.00	961.89	\$ 1,300
41130	Public Safety 1/2% sales tax	1,822.39	1,778.47	1,600.00	1,375.52	\$ 1,600
41140	Documentary Real Property Tax	1,742.40	3,238.95	2,000.00	3,608.56	\$ 2,000
41190	Property Tax Administration	(2,238.00)	(2,152.00)	(1,500.00)	(2,264.00)	\$ (1,500)
41200	LAFCO	(1,204.69)	(1,503.76)	(1,500.00)	(1,186.51)	\$ (1,750)
41210	In Lieu Sales & Use Tax	28,551.78	26,329.06	12,000.00	0.00	\$ -
41220	In Lieu VLF	27,838.00	28,205.00	20,000.00	28,466.00	\$ 28,600
42000	Sales Taxes	181,943.47	250,368.03	220,000.00	228,752.20	\$ 240,000
43000	Transient Occupancy Tax	114,565.78	127,793.98	130,000.00	139,948.86	\$ 150,000
43100	TOT-TBID			** -10000	0.00	\$ (15,600)
53010	Copy Machine Fees	0.00	214.15	30.00	57.74	\$ 50
53020	Interest Received	2,017.41	3,247.67	5,000.00	4,819.43	\$ 5,000
53090	Other Miscellaneous Income	3,988.58	27,961.30	1,000.00	5,224.68	\$ 1,000
54020	Planner Application Processing	15,196.73	6,704.75	8,000.00	5,222.50	\$ 8,000
54050	Building Application Processing	10,955.10	11,425.05	9,000.00	8,288.08	\$ 9,000
54100	Animal License	0.00	30.00	200.00	105.00	\$ 200
54150	Business License	15,827.00	8,453.00	7,500.00	7,998.00	\$ 7,500
54160	VDU License Fee		9,000.00	9,000.00	1,500.00	\$ 9,000
54300	Encroachment Permits	150.00	200.00	400.00	352.00	\$ 400
56400	Rental Income - Verizon	24,240.74	25,038.47	23,500.00	25,891.90	\$ 24,000
56500	Rental Income - Harbor	0.00	5,135.00	5,135.00	5,135.00	\$ 5,135
56550	Rental Income - PG&E	9,630.61	0.00	9,500.00	9,521.03	\$ 9,500
56650	Rental Income - Suddenlink	3,814.75	17,202.85	3,800.00	5,007.81	\$ 3,800
56700	Rental Income - Town Hall	4,536.00	5,832.00	5,000.00	6,152.50	\$ 7,000
59999	Interdepartmental Transfer	<u>14,861.01</u>	<u>0.00</u>	<u>30,000.00</u>	<u>7,000.00</u>	\$ 25,000
<b>TOTAL REVENUES</b>		<b>\$ 548,116</b>	<b>\$ 645,998</b>	<b>\$ 597,615</b>	<b>\$ 586,839</b>	<b>\$ 614,385</b>

# CITY OF TRINIDAD

## Proposed General Fund Admin Expenditures

		FY 2015 Actual	FY 2016 Actual	FY 2017 BUDGET	FY 2017 Actual (near final)	PROPOSED FY 2018 BUDGET
<b>201</b>	<b>EXPENDITURES</b>					
60900	HONORARIUMS	2,950.00	2,950.00	3,500.00	2,750.00	\$ <b>3,500</b>
61000	EMPLOYEE GROSS WAGE	110,504.18	119,627.60	115,022.17	112,521.44	\$ <b>107,743</b>
61470	FRINGE BENEFITS	582.88	623.16	600.00	600.08	\$ <b>600</b>
65100	DEFERRED RETIREMENT	5,017.47	5,094.00	12,341.62	7,912.25	\$ <b>11,439</b>
65200	MEDICAL BENEFITS	10,729.64	11,591.45	14,800.71	13,022.12	\$ <b>13,099</b>
65300	WORKMEN'S COMP	924.93	(4,292.60)	3,450.66	21.45	\$ <b>3,448</b>
65500	EMPLOYEE MILEAGE	491.73	609.82	750.00	220.32	\$ <b>500</b>
65600	PAYROLL TAX	8,778.88	9,327.89	9,743.33	9,124.24	\$ <b>9,117</b>
65800	Grant Payroll Allocation	(3,698.41)	(6,082.16)	(6,000.00)	(4,082.52)	\$ <b>(1,880)</b>
68090	CRIME BOND	700.00	455.00	455.00	455.00	\$ <b>520</b>
68200	INSURANCE - LIABILITY	11,355.05	14,518.40	10,400.00	10,160.80	\$ <b>11,050</b>
68300	PROPERTY & CASUALTY	3,555.50	3,859.05	4,680.00	3,807.05	\$ <b>4,875</b>
71110	ATTORNEY-ADMINISTRATIVE	240.00	13,918.78	10,000.00	13,271.00	\$ <b>10,000</b>
71130	ATTORNEY-LITIGATION	0.00	0.00	10,000.00	8,855.50	\$ <b>10,000</b>
71160	ACCOUNTING		*3350.36		*2566.27	
71210	CITY ENGINEER-ADMIN.	0.00	3,458.50	2,000.00	11,274.15	\$ <b>3,000</b>
71310	CITY PLANNER-ADMIN.	46,401.57	69,655.38	45,000.00	50,133.42	\$ <b>48,000</b>
71410	BLDG INSPECTOR-ADMIN	4,609.70	5,961.40	4,500.00	7,330.13	\$ <b>6,000</b>
71420	BLDG INSPECTOR-PERMIT		400.00	9,000.00	0.00	\$ <b>10,000</b>
71510	ACCOUNTANT-ADMIN	13,907.90	12,155.93	14,000.00	14,099.02	\$ <b>14,500</b>
71620	AUDITOR-	12,285.00	13,572.00	14,000.00	13,718.45	\$ <b>15,000</b>
72000	TOT Distribution to Community	15,607.56	13,799.87	16,200.00	16,205.81	\$ <b>16,800</b>
75110	FINANCIAL ADVISOR/TECH	4,490.53	2,052.45	5,500.00	2,391.44	\$ <b>3,000</b>
75160	LIBRARY RENT.	0.00	1,500.00	500.00	86.29	\$ <b>500</b>
75170	RENT	7,800.00	7,800.00	8,200.00	8,200.00	\$ <b>9,000</b>
75180	UTILITIES	7,815.58	8,897.83	9,000.00	10,056.83	\$ <b>7,875</b>
75190	DUES & MEMBERSHIP	1,298.73	125.92	500.00	125.00	\$ <b>1,000</b>
75200	MUNICIPAL/UPDATE	3,871.59	3,993.25	4,500.00	4,993.65	\$ <b>4,000</b>
75220	OFFICE SUPPLIES	4,093.60	5,418.09	5,500.00	6,316.26	\$ <b>6,000</b>
75240	BANK CHARGES	187.21	160.00	250.00	20.00	\$ <b>200</b>
76110	TELEPHONE	1,578.20	1,953.09		1,496.99	\$ <b>1,800</b>
76130	CABLE & INTERNET	3,335.61	3,732.51	3,300.00	3,355.15	\$ <b>3,500</b>
76150	TRAVEL	563.20	0.00	1,500.00	0.00	\$ <b>1,500</b>
78170	SECURITY SYSTEM	258.00	73.50	1,500.00	73.50	\$ <b>500</b>
78190	MATERIALS, SUPPLIES & EQUIPMENT	0.00	2,260.81	1,500.00	73.65	\$ <b>1,500</b>
	<b>TOTAL EXPENSES</b>	<b>\$282,246</b>	<b>\$330,783</b>	<b>\$340,693</b>	<b>\$ 329,321</b>	<b>\$ 343,186</b>

**CITY OF TRINIDAD**  
**General Fund 501 Public Works**

		<b>FY 2015 Actuals</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Budget</b>	<b>FY 2017 Estimate</b>	<b>FY 2018 Budget</b>
501	<b>EXPENDITURES</b>					
61000	Employee Gross Wages	\$42,180	\$70,179	\$71,561	\$71,608	<b>\$87,158</b>
61250	Employee Overtime	\$0	\$0	\$500	\$0	<b>\$500</b>
65100	Deferred Retirement	\$4,176	\$7,538	\$8,891	\$8,247	<b>\$10,684</b>
65200	Medical Insurance & Benefits	\$16,869	\$22,840	\$29,514	\$25,125	<b>\$35,452</b>
65300	Workmen's Comp Insurance	\$220	\$0	\$2,223	\$0	<b>\$2,849</b>
65600	Payroll Tax	\$3,490	\$5,719	\$6,348	\$6,104	<b>\$7,628</b>
65800	Grant Payroll Allocation	-\$2,958	-\$20,593	-\$22,500	-\$26,420	<b>-\$43,000</b>
71210	City Engineer - Admin	\$6,422	\$12,594	\$6,000	\$12,333	<b>\$8,000</b>
71250	City Engineer - Project Fees	\$537	\$0	\$4,000	\$4,000	<b>\$4,000</b>
75200	Municipal Stormwater Permit			\$2,300	\$0	<b>\$2,400</b>
75300	Contracted Services	\$9,031	\$930	\$24,000	\$57,997	<b>\$12,000</b>
75370	Uniforms/personal equipment	\$0	\$87	\$500	\$0	<b>\$450</b>
78100	Street Maintenance & Repair	\$5,113	\$501	\$7,500	\$2,285	<b>\$5,000</b>
78120	Street Lighting - Operations	\$4,323	\$4,078	\$4,500	\$4,246	<b>\$4,500</b>
78130	Trail & Park Maintenance	\$114	\$3,452	\$3,500	\$337	<b>\$3,500</b>
78140	Vehicle Fuel & Oil	\$3,886	\$3,871	\$4,000	\$3,464	<b>\$4,000</b>
78150	Vehicle Repairs	\$86	\$4,676	\$2,500	\$1,755	<b>\$2,500</b>
78160	Building Repairs & maintenance	\$33,556	\$52,243	\$4,000	\$6,403	<b>\$5,000</b>
78170	Security System		\$104		\$488	<b>\$500</b>
78190	Materials, Supplies & Equipment	\$15,100	\$5,490	\$5,000	\$9,693	<b>\$13,000</b>
78200	Equipment Repairs & Maintenance	\$0	\$649	<u>\$1,000</u>	\$0	<u><b>\$1,000</b></u>
	<b>TOTAL EXPENSES</b>	<u><b>\$142,900</b></u>	<u><b>\$176,661</b></u>	<u><b>\$165,337</b></u>	<u><b>\$188,218</b></u>	<u><b>\$167,121</b></u>

CITY OF TRINIDAD						
PROPOSED FY2018 BUDGET						
General Fund Department 301 - Police Department						
		FY 2015 Actuals	FY 2016 Actual	FY 2017 Budget	Actual (near final)	FY 2017-18 Budget
<b>301</b>	<b>REVENUES</b>					
46000	GRANT INCOME (COPS)	(COPS grant tracked separately these yrs)		\$ 100,000	\$ 100,000	\$ 75,000
46100	Measure Z Grant Income			\$ 75,000	\$ 75,000	\$ 100,000
54100	ANIMAL LICENSE FEES					
	<b>TOTAL REVENUES</b>			\$ 175,000	\$ 175,000	\$ 175,000
<b>301</b>	<b>EXPENDITURES</b>					
61000	Employee Wages	3,303.48	3,258.03	\$ 5,330	7,280.02	\$ 5,484
65100	Deferred Retirement	32.29		\$ 222	154.98	\$ 232
65300	Workmen's Comp Insurance	13.72	0.00	\$ 160	0.00	\$ 175
65600	Payroll Tax	289.10	278.05	\$ 425	563.38	\$ 437
75170	Rent	7,800.00	7,800.00	\$ 8,200	8,200.00	\$ 9,000
75180	Utilities	1,687.74	2,371.03	\$ 2,500	2,109.35	\$ 1,050
75220	Office Supplies & Expense	0.00	0.00	\$ 1,000	989.16	\$ 1,000
75300	Contracted Services	60,704.62	67,833.50	\$ 226,500	199,242.50	\$ 244,027.50
75350	Animal Control	1,356.00	1,356.00	\$ 1,500	1,356.00	\$ 1,500
75990	Miscellaneous Expense	0.00	0.00	\$ 500	0.00	\$ 500
76110	Telephone & Communication	1,027.34	852.11	\$ 1,200	1,598.60	\$ 1,200
78170	Security System				378.00	
78190	Materials, Supplies, and Equip	102.19			377.44	
	<b>TOTAL EXPENSES</b>	\$ 76,214	\$ 83,708	\$ 247,537	\$ 222,249	\$ 264,606
	<b>GF EXPENSE after grants</b>	\$ 76,214	\$ 83,708	\$ 72,537	\$ 47,249	\$ 89,606

<b>PROPOSED FY 2016-17 BUDGET</b>						
<b>General Fund Dept. 401 - Fire Department</b>						
		FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Proposed Budget
<b>401</b>	<b>REVENUES</b>					
96000	General Fund Reserves Transfer					<b>75,000</b>
	<b>TOTAL REVENUES</b>					<b>75,000</b>
<b>401</b>	<b>EXPENDITURES</b>					
60900	Honorariums	1,800.00	1,800.00	1,800.00	1,800.00	<b>1,800.00</b>
71210	City Engineer - Admin				1,996.00	
75180	Utilities	498.64	520.59	1,150.00	428.11	<b>500.00</b>
75190	Dues & Membership	35.00	190.00	100.00	190.00	<b>250.00</b>
75280	Training/Education	195.00	0.00	400.00	200.00	<b>500.00</b>
75300	Contracted Services	3,894.00	0.00	5,000.00	3,144.00	<b>75,000.00</b>
76110	Telephone	216.74	1,172.51	1,000.00	675.01	<b>1,000.00</b>
76140	Dispatch	1,712.50	415.75	900.00	0.00	<b>900.00</b>
78140	Vehicle Fuel and Oil	178.69	127.57	350.00	144.38	<b>350.00</b>
78150	Vehicle Repairs & Maintenance		431.15	2,500.00	407.50	<b>2,500.00</b>
78160	Building Repairs & Maintenance	7,820.08	240.00	1,000.00	202.25	<b>1,000.00</b>
78190	Materials, Supplies & Equipment	1,326.79	1,785.83	2,500.00	864.65	<b>2,500.00</b>
78200	Equipment Repairs & Maintenance	100.54	368.00	400.00	415.95	<b>1,000.00</b>
90000	Capital Reserves					
96000						
	<b>TOTAL EXPENSES</b>	<b>17,814.11</b>	<b>7,195.40</b>	<b>17,100.00</b>	<b>10,467.85</b>	<b>87,300.00</b>
	<b>NET GF expense (after reserves transfer)</b>					<b>-12,300.00</b>

**PROPOSED 2018 BUDGET Enterprise Fund 601 - Water**

		FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 BUDGET
<b>601</b>	<b>REVENUES</b>				
53020	Interest Received	611.64	960.15	0.00	\$ 1,000
53090	Other Miscellaneous Income	1,988.73	4,353.90	962.61	\$ 2,000
57100	Water Sales	292,091.86	304,260.28	282,484.95	\$ 295,000
57200	Bulk Water Sales		6,840.00	5,220.00	\$ 5,000
57300	New Water Hookups	0.00	0.00	0.00	\$ 1,000
57500	Penalties	10,261.79	466.72	26.87	\$ 1,000
	<b>TOTAL REVENUES</b>	<b>304,954.02</b>	<b>316,881.05</b>	<b>288,694.43</b>	<b>\$ 305,000</b>
<b>601</b>	<b>EXPENSES</b>				
61000	Employee Wages	82,131.24	107,769.72	87,022.84	\$ 96,135
61250	Employee Overtime	0.00	0.00	0.00	\$ 500
65100	Deferred Retirement	9,117.74	12,111.90	9,923.80	\$ 11,542
65200	Medical Insurance	30,587.26	36,726.93	36,472.94	\$ 40,384
65300	Workmen's Compensation	449.10	(2,311.40)	11.55	\$ 3,135
65600	Payroll Tax	6,890.73	8,872.04	7,522.97	\$ 8,377
68090	Crime Bond		245.00	245.00	\$ 280
68200	General Liability Insurance	3,421.95	7,517.60	5,471.20	\$ 6,125
68300	Property & Casualty Ins	1,914.50	2,077.95	2,049.95	\$ 2,625
71110	City Attorney -		0.00	0.00	\$ 1,000
71210	City Engineer	256.55	0.00	0.00	\$ 4,000
71510	Accountant	7,165.84	6,131.97	7,159.40	\$ 6,500
71620	Auditor	6,615.00	6,615.00	6,615.00	\$ 7,000
72100	Bad Debts	0.00	0.00	221.77	\$ 350
75180	Utilities	10,589.92	11,181.72	11,467.93	\$ 13,000
75190	Dues & Memberships	3,140.50	1,438.29	349.64	\$ 1,000
75220	Office Supplies & Expense	3,160.37	2,734.84	2,779.70	\$ 3,000
75240	Bank Charges	0.00	10.00	20.00	\$ 100
75280	Training/Education	160.00	490.00	185.00	\$ 500
75300	Contracted Services	0.00	12,600.00	0.00	\$ 15,000
76110	Telephone	973.76	1,782.58	1,470.83	\$ 1,800
76130	Cable & Internet Service	616.70	757.98	702.71	\$ 750
76160	Licenses & Fees	634.24	2,363.45	2,813.80	\$ 4,500
78120	STREET LIGHTING	1,576.32	0.00	0.00	\$ 1,600
78140	Vehicle Fuel and Oil	1,338.95	801.62	1,116.85	\$ 1,500
78150	Vehicle Repairs	1,566.61	5,350.63	965.42	\$ 2,000
78160	Building Repairs and Maint	0.00	284.61	0.00	\$ 1,000
78170	Security System	328.75	631.99	1,355.69	\$ 500
78190	Supplies and Equipment	1,812.57	418.54	1,278.65	\$ 12,000
78200	Equip Repairs & Maint.	0.00	0.00	145.00	\$ 1,000
79100	Water Lab Fees	2,808.00	2,764.00	3,853.00	\$ 4,000
79120	Water Plant Chemical	7,108.57	4,095.70	5,806.89	\$ 7,500
79130	Water Line Hook-Ups	0.00	0.00	0.00	\$ 1,000
79150	Water Line Repair	5,164.65	17,710.76	13,778.33	\$ 15,000
79160	Water Plant Repair	6,774.79	19,358.41	75,342.23	\$ 8,000
90000	Capital Reserves	15,000.00	0.00	0.00	\$ 20,000
	<b>TOTAL EXPENSES</b>	<b>227,406.86</b>	<b>264,823.73</b>	<b>284,305.92</b>	<b>\$ 302,702</b>
	<b>NET</b>	<b>\$ 77,547</b>	<b>\$ 52,057</b>	<b>\$ 4,389</b>	<b>\$ 2,298</b>

CITY OF TRINIDAD						
Enterprise Fund 701- Cemetery						
		FY 2015 Actual	FY 2016 Actual	FY 2017 BUDGET	FY 2017 Estimate	FY 2018 Budget
701	<b>REVENUES</b>					
53020	Interest Income	104.77	140.01			
58100	Cemetery Plot Sales	17,269.83	14,452.50	9,500.00	5,655.00	9,500.00
58150	Cemetery Plot Refunds		(1,410.00)	0.00	(1,410.00)	
	<b>TOTAL REVENUES</b>	<b>17,374.60</b>	<b>13,182.51</b>	<b>9,500.00</b>	<b>4,245.00</b>	<b>9,500.00</b>
701	<b>EXPENDITURES</b>					
61000	Employee Wages	13,666.57	14,210.27	13,291.00	12,631.42	13,976.50
65100	Deferred Retirement	1,547.85	1,681.19	1,718.00	1,522.57	1,783.39
65200	Medical Insurance & Expense	5,743.26	5,881.92	7,344.00	6,106.79	6,920.46
65300	Workmen's Comp Insurance	68.60	0.00	429.00	0.00	475.57
65600	Payroll Tax	1,105.17	1,200.00	1,227.00	1,086.79	1,273.34
65800	Grant Payroll Allocation	(663.80)	(343.59)			
71210	CITY ENGINEER-ADMIN. T	1,009.50				
75180	Utilities	654.12	727.47	750.00	579.89	750.00
78190	Materials, Supplies & Equipment	3,642.46	0.00	500.00	26.02	500.00
	<b>TOTAL EXPENSES</b>	<b>\$ 27,001</b>	<b>\$ 23,585</b>	<b>\$ 25,259</b>	<b>\$ 21,953</b>	<b>25,679.27</b>
	Net - From Cemetery Reserve	<b>(9,626.68)</b>	<b>(10,402.30)</b>	<b>(15,759.00)</b>	<b>(17,708.48)</b>	(16,179.27)
	Reserve Balance ~100,000					

CITY OF TRINIDAD						
PROPOSED FY2018 BUDGET						
Special Revenue Fund 204 - Integrated Waste Management						
		FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 Estimate	FY 2018 Budget
204	<b>REVENUES</b>					
47650	Recycling Revenue	\$8,814	\$9,380	\$7,000	\$10,654	\$10,500
53090	Other Miscellaneous Income					
56150	Franchise Fees	\$6,250	\$0	\$6,000	\$0	\$6,000
	<b>TOTAL REVENUES</b>	<b>\$15,065</b>	<b>\$9,380</b>	<b>\$13,000</b>	<b>\$10,654</b>	<b>\$16,500</b>
204	<b>EXPENDITURES</b>					
61000	Employee Wages	\$10,331	\$11,484	\$10,605	\$10,043	\$11,152
65100	Deferred Retirement	\$1,206	\$1,341	\$1,359	\$1,205	\$1,413
65200	Medical Insurance	\$4,550	\$4,656	\$5,825	\$4,889	\$5,614
65300	Workman's Compensation	\$55	\$0	\$340	\$0	\$377
65600	Payroll Tax	\$861	\$957	\$971	\$860	\$1,009
65800	Grant Payroll Allocation	-\$493	-\$232			
75120	Waste Recycling Pickup	\$273	\$0	\$500	\$0	
75130	Garbage		\$131	\$0	\$12	\$500
75140	Blue Bag Purchases					
78100	Sanitation	\$0	\$56	\$0	\$17	
78190	Materials, Supplies	\$1,075	\$973	\$1,200	\$1,804	\$1,200
	<b>TOTAL EXPENSES</b>	<b>\$17,858</b>	<b>\$19,366</b>	<b>\$20,800</b>	<b>\$18,829</b>	<b>\$21,265</b>
	<b>NET:</b>	<b>-\$2,793</b>	<b>-\$9,986</b>	<b>-\$7,800</b>	<b>-\$8,175</b>	<b>-\$4,765</b>

City of Trinidad Payroll										
Proposed for 2017-2018 Fiscal Year										
Position	Hourly Wage	Annual Wage / Salary	Medical & Retirement Cost to City	TOTAL COMP	Workers comp, payroll tax...	TOTAL PAYROLL COST	General Fund	Water Fund	Grants Cemetery IWM	
City Manager	NA	\$74,025	\$9,483	\$83,508	\$8,711	\$92,219	\$82,997	\$9,222		
City Clerk	\$25.06	\$53,172	\$22,830	\$76,002	\$6,257	\$82,260	\$53,469	\$20,565	\$4,113	
Public Works/Water Director	\$24.45	\$51,869	\$30,034	\$81,902	\$6,104	\$88,006	\$12,321	\$73,045	\$2,640	
Maintenance Operator (PR)	\$18.61	\$38,707	\$17,812	\$56,519	\$4,555	\$61,074	\$21,987	\$21,376	\$10,383	
Maintenance Operator (RD)	\$19.55	\$40,667	\$27,482	\$68,149	\$4,786	\$72,935	\$28,445	\$29,174	\$7,293	
Part-Time Records Manager	\$16.72	\$17,741	\$0	\$17,741	\$1,925	\$19,666	\$17,700	\$1,967		
Grant Administrator	\$24.72	\$52,439	\$25,857	\$78,296	\$6,171	\$84,467	\$35,363	\$4,223	\$44,880	
TOTALS		\$328,620	\$133,498	\$462,118	\$38,509	\$500,627	\$252,281	\$159,572	\$44,880	\$24,429
***Regular FT City Employee Benefits										